

Real Estate Sales Office Submittal Requirements, Conditions and Restrictions

Submittal Requirements

- Real Estate Sales Office shall be allowed in any zoning for any new development approved in accordance with the Unified Development Ordinance. Unless otherwise expressly approved by the Planning, Building and Development Director, the real estate sales office shall be located on the site of a new development. The office shall not be used as a residence, provided that a model home may be used as a temporary sales office.
- Applications to establish temporary real estate sales offices prior to final plat approval shall be accompanied by a signed affidavit from the builder and property owner acknowledging that the builder/owners will remove any structures, including model homes, if the preliminary plat lapses prior to approval of the final plat. The affidavit shall be in a form specified by the Planning, Building and Development Director.
- A site plan or map, drawn to scale, shall be submitted showing the location of structures, improvements, parking areas and other features that exist or are proposed on the site; the parking layout shall also include a delineation of individual parking stalls and bays intended to accommodate the event attendees.
- Owner's permission shall be obtained for the use of the subject property.

Conditions and Restrictions

- Use shall be confined to PIN_____.
- No permanent or temporary electrical connection shall be installed without an electrical permit and inspection.
- Use shall be confined to the dates beginning _____ and extending through _____. (the maximum length of the permit shall be 1 year. The permit may be renewed throughout the sales period of the development.)
- Temporary structures shall be located at least 4 feet from any buildings or structures on the subject property, and shall not encroach into any required landscaping.
- One temporary sign, up to 16 square feet in area, shall be permitted per entrance or per road frontage for temporary uses and special events for which

a temporary use permit has been issued. Such signs shall be allowed for the duration of the temporary use permit or such other time as expressly established at the time of approval of the temporary use permit. All temporary signs shall be removed immediately upon cessation of the temporary use.

- The main road from which access is taken shall be always kept free of dust, dirt, mud and other debris.
- The Planning, Building and Development Director shall have the authority to suspend, revoke or modify a temporary use permit immediately upon determination that the conditions and requirements set forth in the permit have been violated. Written notice of the Planning, Building and Development Director's determination to suspend, revoke or modify the permit shall be promptly provided by the applicant. A determination shall be final and conclusive unless the applicant takes an appeal to the Planning, Building and Zoning Committee, by filing a notice of appeal with the Chairman of the Committee within 10 calendar days after receipt of notice of the Planning, Building and Development Director's determination.
- The Planning, Building and Development Director shall have the authority to deny Temporary Use Permits to any person who owns, applied for or otherwise caused an uncorrected violation of a provision of the Unified Development Ordinance or who has demonstrated a willful history of violations, including any condition attached to the permit or approval previously granted by the county. This provision shall apply regardless of whether the property for which the permit or other approval is sought is the property in violation.
- The Planning, Building and Development Director shall have the authority to deny Temporary Use Permits on any land or structure or improvements thereon upon which there is an uncorrected violation of a provision of the Unified Development Ordinance, including any condition attached to a permit or approval previously granted by the County. This enforcement provision shall apply regardless of whether the current owner or applicant is responsible for the violation in question.

I, the undersigned, have read and agree to abide by the above stated requirements, conditions, and restrictions for use of the subject property for which this Temporary Use Permit is being granted.

Applicant's Signature

Date

CHECK LIST FOR REAL ESTATE SALES OFFICE

For Office Use Only

The following items are on file in relation to the temporary use permit being presented:

- | | <u>Yes</u> | <u>No</u> | <u>N/A</u> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| 1. A site plan, <u>drawn to scale</u> , showing any proposed structures and parking areas* (* Delineate individual parking stalls and bays to accommodate site users): | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Written permission from the owner of the property: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Health Department approval regarding arrangement for temporary sanitary facilities: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Approval from Highway Authority: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Signed, Notarized Affidavit: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Has the applicant applied for building permits for all proposed temporary structures? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Have electrical permits been obtained for all proposed lighting and/or electrical connections? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Name: Project Manager

Date

AFFIDAVIT
REAL ESTATE SALES OFFICE

I/WE _____

of _____ Township in the County of Lake, being first duly sworn on oath, state as follows:

I/WE are the owner/owners of the following real estate for the past _____ years.

(provide legal description and address or PIN below)

I/WE hereby certify and swear the real estate sales office shall not be used as a residence, provided that a model home may be used as a temporary sales office. I/WE understand that Lake County has the authority to enforce this requirement. I/WE further certify and swear that I/WE shall remove said structure if the preliminary plat lapses prior to approval of the final plat. I/WE hereby acknowledge that this requirement shall be binding on MY/OUR successors-in-interest and/or assigns.

Signed: _____

Address

Dated: _____

Subscribed and Sworn to before me

This _____ day of _____, _____

Notary Public